

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
3300 Chester Avenue
Bethlehem, PA 18020

Regular Meeting - BAVTS Joint Committee - September 2, 2025 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, August 5, 2025
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor to Visitors – Agenda Items Only
- H. Administrative Recommendations –
 - 1. Staffing
 - 2. Right-To-Know Requests And Title IX Compliance Officer
 - 3. 2025-2026 Stipend Positions
 - 4. Column/Salary Adjustments
 - 5. Memorandum of Understanding
 - 6. Conference Requests
 - 7. 2025-2026 Occupational Advisory Committee Members
 - 8. Continuing Education
 - 9. Contract For Services
- I. Informational Items
 - 1. Work Project Report
 - 2. Condition of the Budget
 - 3. House Project Update (verbal report provided at meeting)
- J. Unfinished Business
- K. New & Miscellaneous Business
- L. Courtesy of the Floor to Visitors
- M. Adjournment

Next Meeting Date: Tuesday, October 7, 2025

To the Members of the Joint Committee
Bethlehem Area Vocational-Technical School

September 2, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

July 31, 2025

FUND NAME		BALANCE July 1, 2025	RECEIPTS	DISBURSEMENTS	BALANCE July 31, 2025
General	includes PLGIT/CD	1,969,716.79	1,581,182.12	(833,911.05)	2,716,987.86
House Project		111,658.16	1.60	(1,242.92)	110,416.84
Production		183,605.58	10,718.07	(5,948.93)	188,374.72
Capital Reserves	includes PLGIT/CD	4,592,183.14	13,261.66	0.00	4,605,444.80
Payroll		8,017.90	693,101.76	(689,621.76)	11,497.90
Cafeteria		109,571.88	2.34	(104.08)	109,470.14
Adult Education	includes PLGIT/CD	348,230.79	65,318.73	(37,351.37)	376,198.15
Student Activities		51,660.28	32.27	(1,224.15)	50,468.40
TOTALS		7,374,644.52	2,363,618.55	(1,569,404.26)	8,168,858.81

**GENERAL , HOUSE PROJECT, PRODUCTION FUNDS, CHECKING ACCOUNT - EMBASSY BANK
GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS**

July 1, 2025 1,457,624.49

RECEIPTS

Production	10,715.35
Interest	32.02
District Contrib.	1,542,055.00
District Contrib./Auth.	
State / Fed Funds	
Tuition	
Other	36,281.24
Transfers - PLGIT	
Inter-Fund Transfers	1,589,083.61

DISBURSEMENTS

Prepaid Bills	(726,358.63)
Bill Listings	(108,865.29)
Payroll	
Other--Authority Bond	
Fees	(479.46)
Void Checks	718.08
Transfers - PLGIT	(834,985.30)

July 31, 2025	ADJ BOOK BALANCE	2,211,722.80
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BANK RECONCILIATION

July 31, 2025

Bank Balance	2,214,565.06	
Memo		
Outstanding Checks	(4,197.16)	
Deposit in Transit	1,354.90	
July 31, 2025	ADJ BANK BALANCE	2,211,722.80

To the Members of the Joint Committee
 Bethlehem Area Vocational-Technical School

September 2, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

July 31, 2025

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

July 1, 2025		807,356.04
	Transfers In	0.00
	Interest	2,818.18
	P Card purchases	(6,117.60)
	Transfers Out	
	Transfers Out-CD purch	
July 31, 2025	ADJ BOOK BALANCE	804,056.62

BANK RECONCILIATION

July 31, 2025

Bank Balance	804,056.62
Deposit in Transit	
Outstanding Checks	
July 31, 2025	ADJ BANK BALANCE
	804,056.62

Average Yield for July 2025 is 4.13%

CAPITAL RESERVES - EMBASSY BANK

July 1, 2025		818,067.53
	Receipts	0.00
	Interest	17.50
	Void Checks	0.00
		17.50
	Fees	
	Disbursements	0.00
		0.00
July 31, 2025	ADJ BOOK BALANCE	818,085.03

BANK RECONCILIATION

July 31, 2025

Bank Balance	818,085.03
Memos	
Outstanding Checks	0.00
Deposit in Transit	0.00
July 31, 2025	ADJ BANK BALANCE
	818,085.03

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

July 1, 2025		3,774,115.61
	Transfers In	0.00
	Interest	13,244.16
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
July 31, 2025	ADJ BOOK BALANCE	3,787,359.77

BANK RECONCILIATION

July 31, 2025

Bank Balance	3,787,359.77
Outstanding Checks	0.00
July 31, 2025	ADJ BANK BALANCE
	3,787,359.77

Average Yield for July 2025 is 4.13%

To the Members of the Joint Committee
Bethlehem Area Vocational-Technical School

September 2, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

July 31, 2025

PAYROLL FUND - EMBASSY BANK

July 1, 2025			8,017.90
	Receipts	693,100.16	
	Interest	1.60	
	Void Checks		693,101.76
	Fees		
	Disbursements	(689,621.76)	(689,621.76)
July 31, 2025	ADJ BOOK BALANCE		11,497.90

BANK RECONCILIATION

July 31, 2025

Bank Balance	21,695.51		
Memos			
Outstanding Checks	(10,197.61)		
Deposit in Transit			
July 31, 2025	ADJ BANK BALANCE		11,497.90

CAFETERIA FUND - EMBASSY BANK

July 1, 2025			109,571.88
	Receipts	0.00	
	Transfers		
	Interest	2.34	2.34
	Disbursements	(104.08)	
	Void Check	0.00	(104.08)
July 31, 2025	ADJ BOOK BALANCE		109,470.14

BANK RECONCILIATION

July 31, 2025

Bank Balance	109,486.59		
Memos	0.00		
Outstanding Checks	(16.45)		
Deposit in Transit	0.00		
July 31, 2025	ADJ BANK BALANCE		109,470.14

ADULT EDUCATION FUND - EMBASSY BANK

July 1, 2025			348,230.79
	Receipts	65,311.00	
	PLGIT Transfers	0.00	
	Interest	7.73	65,318.73
	Disbursements	(37,351.37)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(37,351.37)
July 31, 2025	ADJ BOOK BALANCE		376,198.15

BANK RECONCILIATION

July 31, 2025

Bank Balance	389,834.38		
Memos	0.00		
Outstanding Checks	(16,411.23)		
Deposit in Transit	2,775.00		
July 31, 2025	ADJ BANK BALANCE		376,198.15

To the Members of the Joint Committee
Bethlehem Area Vocational-Technical School

September 2, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

July 31, 2025

STUDENT ACTIVITY ACCT -EMBASSY BANK

July 1, 2025			51,660.28
	Receipts	31.18	
	Other		
	Interest	1.09	32.27
	Disbursements	(1,224.15)	
	Other--Ret'd Check		
	Voided Check	0.00	(1,224.15)
July 31, 2025	ADJ BOOK BALANCE		50,468.40

BANK RECONCILIATION

July 31, 2025

Bank Balance	50,468.40	
Outstanding Checks	0.00	
Deposit in Transit	0.00	
July 31, 2025	ADJ BANK BALANCE	50,468.40

REPORT OF DEPOSITORIES

July 31, 2025

EMBASSY BANK

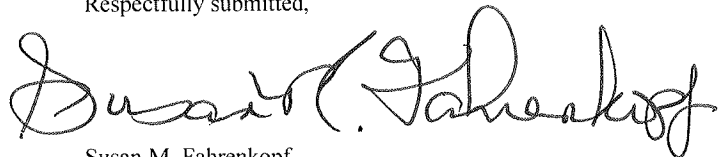
General Fund	2,214,565.06	
Capital Reserve	818,085.03	
Payroll Account	21,695.51	
Cafeteria Fund	109,486.59	
Adult Ed. Fund	389,834.38	
Student Activity Fund	50,468.40	

PLGIT

PLGIT General Fund	804,056.62	
PLGIT CD (General Fund)	0.00	804,056.62
PLGIT Capital Reserve	3,787,359.77	
PLGIT CD (Cap Reserve)	0.00	3,787,359.77
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 8,195,551.36

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
September 2, 2025

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through September 2, 2025 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:
SECOND BY:
ROLL CALL

REPORT DATE
9/2/2025

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	PAYEE	AMOUNT	DESCRIPTION
8/6/2025	Y	34423	NRG BUSINESS MARKETING	\$ 92.88	25-26 GAS SUPPLY
8/6/2025	Y	34424	PP&L	\$ 21.30	ELECTRIC HOUSE PROJECT
8/6/2025	Y	34425	UGI UTILITIES	\$ 119.99	GAS SERVICE
8/6/2025	Y	34426	VERIZON WIRELESS	\$ 265.21	CELL PHONES
8/6/2025	Y	34427	WEX BANK	\$ 371.52	SCHOOL VEHICLES FUEL 25-26
8/6/2025	Y	34428	WORKHORSE LANDSCAPING & EXCAVATING	\$ 1,900.00	LAWN SERVICE 25-26
8/11/2025	Y	34429	LOUIS TEMPLE	\$ 870.00	TUITION REIMBURSEMENT
8/13/2025	Y	34430	PP&L	\$ 14,438.96	ELECTRIC
8/13/2025	Y	34431	UGI ENERGY SERVICES LLC	\$ 232.28	GAS SERVICE
8/13/2025	Y	34432	UGI UTILITIES	\$ 1,516.27	GAS SERVICE
8/20/2025	Y	34433	CANON FINANCIAL SERVICES, INC.	\$ 2,028.59	LEASE RENTAL OF HARDWARE
8/20/2025	Y	34434	SERVICE ELECTRIC CABLE TV	\$ 98.44	PHONE SERVICE
8/21/2025	Y	34435	EMBASSY BANK -	\$ 5,020.68	SOFTWARE, SUPPLIES, FEES, PERMITS, MEALS
8/27/2025	Y	34436	BETHLEHEM TOWNSHIP	\$ 55.75	SEWER
8/27/2025	Y	34437	CITY OF BETHLEHEM	\$ 1,745.42	WATER
8/27/2025	Y	34438	JANESSA HERMAN	\$ 6,044.00	TUITION REIMBURSEMENT
8/27/2025	Y	34439	LAURYN STAUFFER	\$ 6,044.00	TUITION REIMBURSEMENT
8/27/2025	Y	34440	LOWES BUSINESS ACCOUNT	\$ 2,614.75	MASONRY SUPPLIES
8/27/2025	Y	34441	MOREEN WHEATLEY	\$ 2,979.00	TUITION REIMBURSEMENT
9/2/2025		34442	ALBARELL ELECTRIC INC.	\$ 447.05	MAINTENANCE SUPPLIES
9/2/2025		34443	ALL-PHASE ELECTRIC SUPPLY CO.	\$ 6,482.58	ELECTRICAL SUPPLIES
9/2/2025		34444	ALLDATA CORP.	\$ 975.00	SOFTWARE RENEWAL - AUTO TECHNOLOGY
9/2/2025		34445	AMAZON CAPITOL SERVICES	\$ 10,583.41	CLASSROOM, OFFICE, & MAINT SUPPLIES, BOOKS
9/2/2025		34446	B & H FOTO-VIDEO	\$ 1,708.84	VIDEO MEDIA SUPPLIES
9/2/2025		34447	BEAUTY SYSTEM GROUP LLC	\$ 4,550.00	COSMOTOLOGY SUPPLIES
9/2/2025		34448	BURMAX CO.	\$ 5,084.25	COSMOTOLOGY SUPPLIES
9/2/2025		34449	CENTRAL SUSQUEHANNA I.U.	\$ 27,528.64	25-26 ANNUAL SIS BILLING
9/2/2025		34450	CHA CONSULTING INC.	\$ 162,852.54	RETAINER FEES, ENGINEERING FEES, EXPANSION PROJ.
9/2/2025		34451	CHRIN HAULING, INC	\$ 2,823.20	DISPOSAL
9/2/2025		34452	CLARK SERVICE GROUP INC	\$ 5,549.60	MAINTENANCE SERVICE - CULINARY EQUIPMENT
9/2/2025		34453	CM REGENT LLC	\$ 2,821.92	SEPT 25 LIFE/LTD

9/2/2025	34454	DAKU'S AUTO BODY SHOP INC.	\$	12,035.35	PAINT SCHOOL VAN
9/2/2025	34455	DEAN RUCH	\$	200.20	TRAVEL REIMBURSEMENT
9/2/2025	34456	DENNIS NOLEN, JR.	\$	33.87	REIMBURSEMENT FOR SUPPLIES
9/2/2025	34457	DICK BLICK CO. INC.	\$	2,820.52	COMM. ARTS SUPPLIES
9/2/2025	34458	EBTEP	\$	162,440.40	SEPT 2025 DENTAL/MEDICAL/RX
9/2/2025	34459	GIMKIT INC.	\$	1,000.00	SCHOOL LICENSE
9/2/2025	34460	HIGHMARK BLUE SHIELD	\$	1,124.88	SEPT 2025 VISION
9/2/2025	34461	HOF EQUIPMENT COMPANY	\$	9,218.00	SCISSOR LIFT - VIDEO MEDIA ARTS
9/2/2025	34462	ICEV MULTIMEDIA	\$	5,200.00	ONLINE CURRICULUM - AUTO TECH
9/2/2025	34463	IMMERSIVE ENGINEERING INC	\$	1,750.00	PREC. MAC. SUPPLIES
9/2/2025	34464	JAMECO ELECTRONICS	\$	1,198.50	ELECTRONICS SUPPLIES
9/2/2025	34465	JOHNSON CONTROLS FIRE PROTECTION LP	\$	1,147.00	SERVICE CALL - MAINTENANCE
9/2/2025	34466	KING SPRY HERMAN FREUND FAUL	\$	2,257.67	RETAINER FEE, LEGAL SERVICES
9/2/2025	34467	LAURYN STAUFFER	\$	434.00	MILEAGE REIMBURSEMENT
9/2/2025	34468	LEHIGH UNIVERSITY	\$	1,500.00	2025-2026 MEMBERSHIP DUES
9/2/2025	34469	MASTERMAN'S	\$	553.25	SAFETY GLASSES
9/2/2025	34470	MCMASTER-CARR SUPPLY CO.	\$	542.75	PREC. MAC. SUPPLIES
9/2/2025	34471	MORE MILES AUTOMOTIVE LLC	\$	105.00	INSPECTION OF SCHOOL VEHICLES
9/2/2025	34472	MOYER LUMBER & HARDWARE	\$	3,280.96	CARPENTRY SUPPLIES
9/2/2025	34473	MOYER PEST CONTROL	\$	134.00	PEST CONTROL
9/2/2025	34474	NAPA AUTO PARTS	\$	279.00	AUTO TECH SUPPLIES
9/2/2025	34475	NEJM JOURNAL WATCH	\$	95.00	SUBSCRIPTION - ADAC MED SCIENCES
9/2/2025	34476	NORTHEAST INSTALLATION AND RIGGING	\$	5,500.00	PRECISION MACHINING EQUIPMENT INSTALLATION
9/2/2025	34477	NORTHEAST JANITORIAL	\$	1,387.90	MAINTENANCE SUPPLIES
9/2/2025	34478	PDQ.COM CORPORATION	\$	1,800.00	TECHNOLOGY SOFTWARE
9/2/2025	34479	PRO COMPRESSOR	\$	1,560.00	MAINTENANCE SUPPLIES
9/2/2025	34480	QUILL CORP.	\$	1,530.75	OFFICE & CLASSROOM SUPPLIES
9/2/2025	34481	R.E. MICHEL	\$	3,390.12	HVAC SUPPLIES
9/2/2025	34482	RESET OUTDOORS	\$	2,100.00	MENTAL HEALTH SERVICES & TRAINING
9/2/2025	34483	RICHTER DRAFTING AND OFFICE SUPPLY CO.	\$	299.59	OFFICE SUPPLIES
9/2/2025	34484	SDIC	\$	337.50	WORKERS COMP CLAIMS
9/2/2025	34485	SHARDA PAPER INC	\$	2,308.06	GRAPHICS SUPPLIES
9/2/2025	34486	STATE CHEMICAL	\$	308.04	DRAIN MAINTENANCE
9/2/2025	34487	SYSCO	\$	1,421.31	BAKING SUPPLIES
9/2/2025	34488	TELEMEDIA LLC C/O CERTUS LOCKBOX	\$	674.00	AUTO TECH SOFTWARE
9/2/2025	34489	THE MORNING CALL	\$	1,688.95	CLASSIFIED AD & SUBSCRIPTION
9/2/2025	34490	ULINE	\$	2,661.80	CLASSROOM & MAINTENANCE SUPPLIES

9/2/2025	34491	VAN CLEEF ENGINEERING ASSOCIATES	\$	4,557.00	PROFESSIONAL SERVICES
9/2/2025	34492	VIRCO INC.	\$	4,850.14	CLASSROOM FURNITURE
9/2/2025	34493	WILSON PRODUCTS	\$	1,029.93	CYLINDER RENTALS & WELDING SUPPLIES
9/2/2025	34494	WOLTERS KLUWER	\$	44.94	SUBSCRIPTION RENEWAL - ACAD MED SCIENCE
9/2/2025	34495	WURTH USA INC.	\$	2,921.46	AUTO TECH SUPPLIES
9/2/2025	34996	SDIC	\$	13,754.58	WCOMP CEM FUND # 2

TOTAL

\$539,342.49

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 2, 2025

To the Members of the Bethlehem Area Vocational-Technical School Joint Committee

The administration respectfully submits the following information and recommendations:

1. STAFFING

RECOMMENDATION:

- a. That the following appointment be approved:

Kevin Kuehner

Position: Precision Machining Instructor
(replacement for Jesse Schneck)
Salary Benefits: \$91,587.18 (Column E, Top), pro-rated for the 2025-2026
school year, with benefits in accordance with the
Professional Employee Benefit package.
Effective: October 12, 2025 pending receipt of all required
paperwork, unless released earlier by current employer

- b. That the following resignations be accepted:

Russell Gaffney

Position: Special Education Coordinator
Effective: August 19, 2025

Amber Hunsicker

Position: Instructional Assistant
Effective: August 10, 2025

Paula Cuchran

Position: Part-Time Instructional Assistant
Effective: August 28, 2025

- c. That Christina Miskovich, part-time Instructional Assistant, be appointed to the position of full-time Instructional Assistant (replacement for Amber Hunsicker) effective September 3, 2025, at a salary of \$26,389.47, pro-rated for the 2025-2026 school year, with benefits in accordance with the Instructional Assistants Employee Agreement.
- d. That the employment of the following Summer Culinary Events student workers employed through the school's Cooperative Education program, be extended through the end of the 2025-2026 school year, at a rate of \$12.50 per hour, with no benefits:

Christopher Bonstein
Nickolas Grim
Alexis Horvath
Luisa Rivera
Shiaraliz Rodriguez
Connor Stonehouse

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
September 2, 2025

2. RIGHT-TO-KNOW REQUESTS AND TITLE IX COMPLIANCE OFFICER

RECOMMENDATION:

That the Joint Committee appoint Adam Lazarchak as the interim Right-to-Know contact and Title IX Compliance Officer until Robert Warmouth begins his employment as Business Administrator and assumes those responsibilities.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 2, 2025

3. 2025-2026 STIPEND POSITIONS

RECOMMENDATION:

That the following stipend position(s) for 2025-2026 be approved as presented:

STIPEND DESCRIPTION	NAME	AMOUNT
Supplemental First Aid Officer	Jenifer Stilgenbauer	\$1,000.00

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
September 2, 2025

4. COLUMN/SALARY ADJUSTMENTS

RECOMMENDATION:

The following instructors have completed educational requirements to qualify for the following contractual salary schedule change for the 2025-2026 school year.

	<u>CHANGE FROM</u>	<u>CHANGE TO</u>	<u>EFFECTIVE</u>
Daniel Berardesca	Column A+ (Intern +9)	Column B (CT I)*	August 22, 2025
Louis Temple	Column A (Intern)	Column B (CT I)*	August 20. 2025

**CT (Career and Technical) replaced VOC (Vocational) for PDE Certification*

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 2, 2025

5. MEMORANDUM OF UNDERSTANDING

INFORMATION:

The Solicitor has revised the Memorandum of Understanding (MOU) between BAVTS, the three sending districts and the School's Authority regarding financial obligation concerning the purchase and renovation of The Factory as a satellite campus for the School to include the renovations at the Main Campus that were always part of the expansion project.

RECOMMENDATION:

That the Joint Committee approve the attached revised MOU and recommend its approval by the three participating districts' Board of Directors.

MOTION BY:
SECOND BY:
ROLL CALL

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is by and among the BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL ("BAVTS"), the BETHLEHEM AREA SCHOOL DISTRICT ("Bethlehem"), the NORTHAMPTON AREA SCHOOL DISTRICT ("Northampton"), the SAUCON VALLEY SCHOOL DISTRICT ("Saucon Valley"), and the BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL AUTHORITY (the "Authority"). The parties hereto have agreed to enter into BAVTS Articles of Agreement that will take effect at or before the June 30, 2025 termination date of the Articles of Agreement dated June 30, 1995 (collectively, the "AOA"), that will have substantially identical material provisions. In consideration of, and as a condition to, such AOA, the parties do hereto agree to implement a series of actions and transactions described generally as follows:

1. Bethlehem has purchased land, with a commercial building thereon, located at 315 Columbia Street, Bethlehem, Pennsylvania, known as the Factory Building, for a price of \$8,000,000, plus fees and costs associated with the purchase (collectively, the "Factory Building").

2. Bethlehem, Northampton and-Saucon Valley (collectively, the "Districts") hereby authorize and direct BAVTS and the Authority to immediately undertake the design, testing and other preconstruction activities necessary to renovate the Factory Building to become suitable for vocational technical school education, in accordance with the recommendations and oversight of BAVTS' Joint Operating Committee. Contracts for architectural and related services shall be executed by BAVTS, on behalf of the Authority. The Factory Building as improved along with renovations to BAVTS Main Campus is hereafter referred to as the "Project".

3. The Districts shall pay their respective shares of such preconstruction costs in accordance with paragraph 10 of the AOA (the "Capital Shares"). Such payments shall be advanced promptly to BAVTS from each of the Districts, not more often than monthly, from cash reserves. Preconstruction Capital Shares will be reimbursed at the time Final Project Funding takes place (defined below). To the extent appropriate, each of the Districts shall within 60 days hereof, adopt appropriate reimbursement resolutions in accordance with IRS laws and regulations.

4. Contract documents prepared for construction of the Project shall be in the name of the Authority as "owner", though BAVTS shall oversee and coordinate all design and construction activities.

5. After bids are received for the renovations to the Factory Building, and total Project costs are determined to be within the parameters described below, but before construction contracts are awarded, each of the District's in a manner set forth herein shall tender its share of total Project costs, including the preconstruction costs paid to date and the purchase of the Factory Building, based on the Capital Shares as of the bid opening date (the "Final Project Funding"). Such Capital Shares shall be funded in the discretion of each of the Districts, individually or as part of a combined financing through the Authority through lump sum funding or periodic advances. If a District elects to provide its Capital Share from its own funds or borrowing, monthly advances shall be tendered to, or withdrawn by BAVTS from such funding.

6. Final Project Funding shall include a payment or credit to Bethlehem to reimburse it for the purchase of the Factory Building, including interest at the yield on bonds issued initially by Bethlehem to reimburse itself for the Factory Building purchase, and all ownership costs, including insurance, taxes, utilities and environmental testing, from the date of purchase through the Capital Shares payment date. Bethlehem shall simultaneously transfer legal title to the Factory Building to the Authority. The Authority also shall receive or retain title to the existing BAVTS school and facilities.

7. The Authority shall lease the Factory Building, including Project improvements, as well as the existing BAVTS school facilities, to BAVTS and the three Districts, under an Agreement of Lease (the "Lease"). Any lease payments due under such Lease shall be determined based on the structure of the Final Project Funding.

8. The Final Project Funding, including the purchase reimbursement to Bethlehem, shall not exceed \$25,000,000 unless approved in accordance with paragraph 2 of the AOA. This MOU shall supersede the Memorandum of Understanding previously entered into by the parties with an approval date of March 26, 2025.

THIS MEMORANDUM OF UNDERSTANDING IS APPROVED, as of the last of the respective dates set forth below:

BETHLEHEM AREA VOCATIONAL
TECHNICAL SCHOOL

Date Executed

By: _____
President of the Joint Operating Committee

BETHLEHEM AREA SCHOOL
DISTRICT, Northampton and Lehigh
Counties, Pennsylvania

Date Executed

By: _____

NORTHAMPTON AREA SCHOOL
DISTRICT, Northampton County,
Pennsylvania

Date Executed

By: _ President of the Board

SAUCON VALLEY SCHOOL DISTRICT,
Northampton County, Pennsylvania

Date Executed

By: _ President of the Board

BETHLEHEM AREA VOCATIONAL
TECHNICAL SCHOOL AUTHORITY

Date Executed

By: _ Chairman

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 2, 2025

6. **CONFERENCE REQUESTS**

RECOMMENDATION:

That Tyler Heft, Electronics Technology Instructor, and Supervisors of Career and Technical Education Michael Galler and Janelle Schaeffer, be granted permission to visit the Aviation Training Center in Swanton, Ohio, from October 9-10, 2025, to gather information regarding aviation mechanics/avionics for BAVTS. Approximate cost for all to attend is \$800.

That Janelle Schaeffer, Supervisor of Career and Technical Education, and three (3) instructors to be determined, be granted permission to attend the Integrated Learning Conference in State College, PA, from November 5-7, 2025. The approximate cost for all to attend is \$3,000.00.

That Dana Huber, Supervisor of Lifelong Learning, be granted permission to attend the PACTA Workshop for Adult CTE Coordinators in State College, PA, from October 2-3, 2025. The approximate cost is \$676.20.

That Adam Lazarchak, Executive Director, and Brian Moser, Construction Management Instructor, be granted permission to accompany the Bethlehem Sister City Committee to the City of Patillas, Puerto Rico from December 2-9, 2025 (tentative dates). Mr. Lazarchak sits on the Committee and spoke about this upcoming trip at the May meeting, at which time those Joint Committee members present expressed their support of this endeavor. Fundraising is ongoing; the total cost of the trip is not expected to exceed \$3,000.

Any conference requests listed above are in the budget.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 2, 2025

7. 2025-2026 OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the following Occupational Advisory Committee (OAC) members for the 2025-2026 school year.

First Name	Last Name	Job Title	Company	Shop/Program
Christopher	Heath	Corporate Chef	Paxos Restaurants	Culinary Arts
Emily	Fischer	Executive Chef	Limeport Inn	Culinary Arts
Kristina	Ford	CVT/Nurse Manager	Stanglein Vet Clinic	Vet Assistant
Heather	Rudolph	Director of Clinical Skills Lab	University of PA School of Veterinary Medicine	Vet Assistant

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 2, 2025

8. CONTINUING EDUCATION

2025-2026 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2025-2026 school year, at the hourly rate listed, pending receipt of all required paperwork:

Name	Course	# of Hours	Salary
Bart Foley	Pharmacy Tech	36	\$29.00/hour
Nicole Meletiche	Teacher of Cosmetology	104	\$29.00/hour
Dylan Rivera	A+ Certification/Networking	90	\$29.00/hour
Wanda Schutt	Teacher of Esthetics	77	\$29.00/hour

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 2, 2025

9. CONTRACT FOR SERVICES

INFORMATION:

BAVTS would like to enter into a contract with Sweet, Stevens, Katz & Williams, LLC, (SSK&W) through Colonial Intermediate Unit 20 (IU 20) to provide the Technology Department with telephone and electronic mail advice, opinions concerning computers, education technology, electronic devices, and related policies.

Attached is a contract that has been provided by IU 20; BAVTS will be billed for services rendered by IU 20. The rate for this service is \$630.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into a Contract For Service with SSK&W through IU 20, effective August 24, 2025 through August 23, 2026.

MOTION BY:
SECOND BY:
ROLL CALL

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899, and Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA 18020, (610) 866-8013.

Bethlehem Area Vocational-Technical School and Colonial Intermediate Unit 20 will enter into an agreement with Sweet, Stevens, Katz & Williams, LLC, who will provide telephone and electronic mail advice, opinions concerning computers, education technology, electronic devices, and related policies.

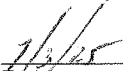
The rate for this service will be \$630.00. This contract will be in effect from August 24, 2025 through August 23, 2026.

Bethlehem Area Vocational-Technical School will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.



Mr. Jon Wallitsch
Assistant to the Executive Director
for Management Services



Date

Bethlehem Area Vocational-Technical
School
Executive Director

Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 2, 2025

I. 1. WORK PROJECT REPORT

INFORMATION:

The project control report is a list of work that the students complete as an educational experience within their respective shop area. The priority listing for acceptance/rejection of these work orders is as follows:

Projects for Bethlehem AVTS	1
Projects for participating school districts	2
Projects for non-profit organizations	3
Projects for persons who are not employees of BAVTS or sending districts..	4
Projects for BAVTS and attendance area employees and board members	5
Void	6
Pending Approval	7

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits										
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Deposit Date	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status
26-1	Sue Fahrenkopf	GRAPHICS	100 Business Cards	07/23/25	4		07/23/25	\$ 6.00	\$ 6.00	Paid 07/31/25
26-2	Bake Shop	GRAPHICS	150 "Get To Know You" cards for rotation	08/20/25	4		08/25/25	\$ 16.00	\$ 16.00	Paid 08/31/25
26-3	Angela Thom	CUL. EVENTS	Bring Your Child To Work Day (4/23/26)	08/20/25	4					
26-4	Angela Thom	BAKING	Bring Your Child To Work Day (4/23/26)	08/20/25	4					
26-5	Angela Thom	CUL. EVENTS	Career & Colleg Fair Breakfast & Lunch (03/25/26)	08/20/25	4					
26-6	Angela Thom	BAKING	Career & Colleg Fair Breakfast & Lunch (03/25/26)	08/20/25	4					
26-7	Angela Thom	CUL. EVENTS	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4					
26-8	Angela Thom	BAKING	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4					
26-9	Angela Thom	CUL. EVENTS	SkillUSA Team Building Event - (10/8/25)	08/20/25	4					
26-10	Eispeth Sipple	GRAPHICS	Business Cards	08/22/25	4		08/25/25	\$ 6.00		Paid 08/31/25
26-141	Bridges Foundation	Culinary	Luncheon for board meeting (9-16-25)	08/25/25	6					
26-176	Mike Galler	AUTO TECH	Saturn - replace sensors, rotate tires	08/20/25	1					
26-177	Jennifer Klo	AUTO TECH	Subaru - Exhaust - check brakes	08/22/25	1					
26-376	Arc of LV	FOOD TRUCK	Staff Appreciation Picnic (7/18/25)	02/26/25	6	02/26/25	07/18/25	1,800.00	\$1,800.00	Paid 7/23/25
26-377	Ann Marie Schumann	FOOD TRUCK	Reunion (7/19/25)	06/30/25	3	07/10/25	07/19/25	1,610.37	\$1,706.99	Paid 7/28/25
26-378	Wilson Products	FOOD TRUCK	Event on 9/24/25 & 9/25/25	07/10/25	3			6,300.00	\$6,678.00	Paid 8/6/25
26-379	Angela Thom	FOOD TRUCK	Skills/HOSA Carnival (07/06/25)	08/20/25	4					
26-427	Doc's Backyard BBQ	Graphics	Sign, 100 Business Cards	08/18/25	3			20.00		
26-481	County of Northampton	Welding	Tree Cages	05/14/25	6	05/29/25				
26-482	Via of Lehigh Valley	Bld. Trades	Engraved wood Plaques	08/21/25	6					
26-483	Debra Miller	Auto Coll.	Honda - Paint spoiler & rear roof, headlights	08/25/25	1					

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
September 2, 2025

I. 2. CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending July 31, 2025.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

Sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
July 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	2,847.48	17,152.52
10.6910.000.000.000	RENTALS	6,000.00	1,000.00	5,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	-	250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	-	0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,232,236.00	951,610.00	6,280,626.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,339,635.00	439,425.00	2,900,210.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,147,742.00	151,020.00	996,722.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	-	100,000.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	-	2,000.00
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,500,000.00	-	1,500,000.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	2,500.00	-	2,500.00
10.7362.000.360.000	PCCD ACT 55 GRANT	80,187.17	-	80,187.17
10.7362.000.360.001	PCCD ACT 55 GRANT	59,812.83	-	59,812.83
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	-	300,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	239,408.00	-	239,408.00
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,120,880.00	-	1,120,880.00
10.8521.000.663.000	FEDERAL	379,387.00	-	379,387.00
10.8749.000.987.000	PCCD GRANT	-	-	0.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	25.00	-25.00
TOTALS FOR GENERAL FUND		15,555,038.00	1,545,927.48	14,009,110.52
TOTAL REVENUES		15,555,038.00	1,545,927.48	14,009,110.52

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
July 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET			YEAR-TO-DATE		BUDGET		BUDGET BALANCE
		BUDGET	REVISIONS	ACTIVITY	ENCUMBRANCES	BUDGET	BALANCE		
10.1110.000.000.000	ACADEMIC PROGRAM	665,985.00	-	58,928.83	576,799.83	30,256.34		30,256.34	
10.1240.000.000.000	SPECIAL EDUCATION	691,392.00	-	47,630.01	493,243.67	150,518.32		150,518.32	
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	149,022.00	-	21.81	319.86	148,680.33		148,680.33	
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	829,726.00	-	53,271.55	475,098.11	301,356.34		301,356.34	
10.1342.000.000.000	HOME ECONOMICS PROGRAM	951,837.00	-	60,940.55	688,440.12	202,456.33		202,456.33	
10.1370.000.000.000	TECHNICAL PROGRAM	163,175.00	-	21.81	102,138.59	61,014.60		61,014.60	
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,536,080.00	-	280,964.51	2,928,014.24	1,327,101.25		1,327,101.25	
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00		10,000.00	
10.2100.000.000.000	STUDENT SERVICES	1,625,189.00	-	117,696.14	1,263,101.50	244,391.36		244,391.36	
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,886.00	-	805.17	14.55	120,066.28		120,066.28	
10.2310.000.000.000	BOARD SECRETARY	3,646.00	-	-	101.59	3,544.41		3,544.41	
10.2320.000.000.000	BOARD TREASURER	1,665.00	-	-	143.03	1,521.97		1,521.97	
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	-	-	60,000.00		60,000.00	
10.2360.000.000.000	OFFICE OF THE DIRECTOR	465,658.00	-	37,332.85	296,409.09	131,916.06		131,916.06	
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	661,995.00	-	53,519.77	433,147.79	175,327.44		175,327.44	
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	113,350.00	-	7,578.60	75,899.63	29,871.77		29,871.77	
10.2511.000.000.000	BUSINESS OFFICE	648,488.00	-	48,927.50	396,923.89	202,636.61		202,636.61	
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,622,825.00	-	200,178.89	365,942.45	2,056,703.66		2,056,703.66	
10.2660.000.000.000	SECURITY SERVICES	62,660.00	-	21.81	3,204.91	59,433.28		59,433.28	
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	-	-	29,000.00		29,000.00	
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	664,186.00	-	24,936.38	236,418.54	402,831.08		402,831.08	
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	107,525.00	-	-	22.58	107,502.42		107,502.42	
10.3350.000.000.000	WELFARE ACTIVITIES	9,500.00	-	-	-	9,500.00		9,500.00	
10.3390.000.000.000	COMMUNITY SERVICES	111,248.00	-	9,306.66	74,111.02	27,830.32		27,830.32	
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	-	-	-		-	
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	-	-	18,120.09	56,879.91		56,879.91	
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-		-	
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	-	-	100,000.00		100,000.00	
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-	-	-	50,000.00		50,000.00	
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-		-	
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00		25,000.00	
	TOTAL FOR GENERAL FUND	15,555,038.00	-	1,002,082.84	8,427,615.08	6,125,340.08		6,125,340.08	
	TOTAL EXPENSES	15,555,038.00	-	1,002,082.84	8,427,615.08	6,125,340.08		6,125,340.08	
	EXCESS OF REVENUE OVER EXPENSES			543,844.64				543,844.64	